



POSITION PROFILE

POSITION:	Registered Midwife Grade 2
ACCOUNTABLE TO:	Maternity Services Unit Manager
DEPARTMENT:	Nursing/Midwifery.
AWARD CLASSIFICATION:	Nurses and Midwives Victorian Public Health Sector EBA Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2016-2020
LOCATION:	The Kilmore and District Hospital

ORGANISATIONAL BACKGROUND

The Kilmore & District Hospital (TKDH) is located in Victoria in the Mitchell Shire and services a population over 35,000 that extends to Broadford and Pyalong in the north, Wallan and Craigieburn in the south, Lancefield and Romsey to the west; and Whittlesea to the east.

Comprehensive acute and aged care services are provided to our rapidly increasing catchment population. In 2018-19 over 2,500 inpatients and 14,500 non-admitted patients were treated, 240 babies born, more than 100 residents accommodated, over 320 staff employed and operating expenditure amounts in excess of \$26 million.

TKDH operates from one site encompassing four facilities. The main hospital houses the multi-day beds providing acute and subacute inpatient services, a peri operative suite, and the Urgent Care Centre. There are two residential aged care facilities that provide both residential and respite care and an outpatient and specialist consult facility. A District Nursing Service provides home based care 7 days a week to our community.

Our Vision

The community sees The Kilmore & District Hospital and Aged Care Services as the preferred provider and facilitator for its whole-of-life health related service.

Our Mission

The Kilmore & District Hospital and Aged Care Services will provide the community with high quality progressive health care and accommodation.

Our Values

- **RESPECT:** We recognise the rights, beliefs and choice of every individual
- **EXCELLENCE:** We demonstrate a commitment to the highest standards of safety, quality and service
- **ACCOUNTABILITY:** We take responsibility for our decisions, actions, attitudes and health
- **COMPASSION:** We consistently act with empathy and compassion
- **HONESTY:** We are open, ethical, and fair

Our Priorities

- Quality of care for our patients, residents and clients
- Care and development of our workforce
- Business continuity
- Connection with our community
- Strategic relationships

Division Overview

The Nursing & Midwifery Division of TKDH employs over 150 Registered Nurses & Midwives with a number of nurse specialists employed in areas such as infection control, education, quality and risk management.

TKDH has an active clinical education unit that supports undergraduate placements, new graduate placements, post graduate scholarship programs and ongoing professional development. The education unit actively seeks opportunities to support nurses in developing and maintaining their clinical and emergency response skills in order to support their practice in the regional setting.

Medical support is provided by specialists, GP's and GP specialist (OB and Anaesthetist).

As a member of the Hume Health region TKDH has significant access to professional support and ongoing professional development as a regional service provider.

TKDH maintains Australian Council of Healthcare Standards (ACHS) accreditation according to the National Safety and Quality Health Service Standards.

Business Unit Overview

TKDH is a level 3 rural maternity service (with a level 2 nursery) currently undergoing significant changes in order to meet the rapidly increasing demand for maternity care within our region.

TKDH's maternity service aims to provide holistic, women and family centred care across the maternity care continuum. Maternity care models available to women include public access, private care or shared care. The maternity service employs 22 midwives across 13 FTE. Our medical team currently consists of 4 GP/Obstetricians, 4 consultant obstetricians and 3 anaesthetists. As a level 3 maternity service TKDH works closely with the peri-operative team to provide 24 hour emergency theatre access, with nursing and medical staff providing an afterhours on call capacity..

Women booked to birth at Kilmore who fall outside TKDH's safe practice guidelines are referred to an appropriate secondary or tertiary obstetric service for ongoing management and/or birthing. To facilitate this TKDH maintains strategic partnerships with several metropolitan hospitals and emergency services.

The maternity service is supported by a number of allied health services including dietetics, social work, perinatal emotional health and maternal & child health.

POSITION STATEMENT

Reporting to the Maternity Services Unit Manager the Registered Midwife is primarily responsible for providing maternity care which is professional, collaborative and woman centred to pregnant women and their families. Midwifery care is provided across the ante-natal clinics, pregnancy assessment unit, labor ward, inpatient ward and the domiciliary service.

The Registered Midwife is recognised as a responsible and accountable professional who works in partnership with each woman, family and treating medical professionals to give the necessary support, care and advice during pregnancy, labour and the postpartum period; to conduct births and to provide care for the newborn. This care includes the promotion of normal birth, ongoing assessments, the detection of complications in mother and child, the accessing/referral of appropriate medical care

The midwife also has an important task in health counselling and education not only for the woman, but also within the family and the community. This work involves antenatal education, preparation for parenthood and may extend to each woman's health, sexual or reproductive health and child care.

The Registered midwife works across all maternity service areas within the hospital and when rostered to the inpatient unit, where necessary, is required to manage a general patient load.

Registered Midwives are key members of the hospitals nursing workforce and as such are accountable for the promotion of a positive organisational culture and work plans that supports the hospitals strategic objectives.

ORGANISATIONAL OUTCOMES

- Provision of quality midwifery care that supports the ongoing maternity services according to unit and organisational strategic objectives.
- Flexible, responsive work force
- Occupational Health and Safety Legislation, Acts and TKDH procedures are complied with.
- Collaborative, supportive and harmonious team environment.

ACCOUNTABILITY

With Whom	FOR WHAT
Maternity Services Unit Manager	Provision of safe and competent midwifery care in accordance with current policies and procedures across ante-natal clinics, pregnancy assessment unit, labor ward, inpatient ward and the domiciliary service. Professional development and practice review.
Inpatient Services Unit	Ward based staffing, attendance, practice and performance.
Patient/clients and support group	Provision of a person and family centred service that is aligned with best practice across the care continuum.
Self/colleagues and peers	Professional Standards of Practice, knowledgeable resource and professional development, leadership development, support of positive team dynamic.

COMMUNICATION INTERFACE

Working With	Liaising With
Maternity Services Unit Manager	Associate Nurse Unit Managers, Hospital Nurse Unit Managers and organisational wide heads of departments.
Medical team	Obstetricians, GP/OB's and anaesthetists, external consultants, Visiting Medical Officers.
Consumers	Women, their newborns and their family
Other health service providers	Emergency response personnel, medical officers and external service providers, regional networking groups

PRE-REQUISITES FOR THE POSITION / QUALIFICATIONS

Essential

- Registration as a Registered Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current practicing certificate.
- Probity and clearance required prior to commencement including current Victorian Driver's Licence, Police and Working with Children Checks.
- Demonstrated competence in the provision of midwifery care as specified in the National Board National competency standards for the midwife.
- Well-developed communication skills and a proven ability to work in a multidisciplinary team.
- Ability to work within a flexible roster system across all shifts with on call requirements.
- Demonstrated commitment to ongoing learning and professional development.
- Ability to provide care for general nursing patients
- Current Fetal Surveillance accreditation, Level 2 or above

Desirable

- Dual registration general nursing and midwifery
- Previous experience in a rural/regional maternity service
- Current PROMPT/MSEP certificate/training
- Current ALS certificate
- Current neonatal resuscitation certificate/training
- Working knowledge of Birthing Outcome System (BOS)
- Current IBLCE accreditation
- Current membership with a relevant professional body

KEY SELECTION CRITERIA:

KSC1	Demonstrated ability to prioritise and problem solve midwifery and nursing care within the bounds of safe practice guidelines, scope of practice, legislative guidelines and standards to ensure the delivery of safe and competent maternity and nursing care for all patients, women and their families.
KSC2	Proven commitment to ensuring clinical practice supports best practice and quality outcomes.
KSC3	Able to build rapport and communicate effectively with multi-disciplinary teams across all areas of the hospital.
KSC4	Demonstrated understanding of contemporary maternity health care and the impact of this within the context of current practice.
KSC5	Demonstration of a positive attitude and commitment to the organisation with an understanding of, and ability to integrate, positive organisational behaviours and values.
KSC6	Ability to work effectively within a team including active participation in the support and mentoring of staff and students of all levels.
KSC7	Ability to perform effectively in emergency situations and to maintain professional preparedness and skills sets for emergency response.
KSC8	Risk identification, management and reporting skills.
KSC9	Demonstration of a commitment to change management and the role nurses play in the change process.
KSC10	Commitment to ongoing personal and professional development.

KEY RESULT AREAS

The key outcomes for this role will be identified in the incumbent's performance plan and will align with TKDH Strategic Plan.

KRA1: Leadership and Professional Practice

Demonstrates practice within the vision, mission and values of TKDH:

- Act in accordance with the Code of Conduct, professional code of ethics and legislation affecting nursing and midwifery practice.
- Accept accountability for own actions, seek guidance when limited by own expertise.
- Comply with TKDH policy and procedures.
- Actively foster a positive culture that is team-based and focussed on a 'whole of organisation' approach.
- Demonstrate the values of TKDH whilst working to fulfil its mission and strategic goals
- Participate in quality initiatives and the management of portfolios as directed by the Maternity Services Unit Manager.
- Provide clinical and professional support and advice to midwifery staff and student's staff within the clinical interface.
- Perform registered nurse/midwife role as rostered and exhibit flexibility around roster availability and on call requirements.
- Contributes to maternity service objectives through the attendance of meetings/forums and professional development as requested by the Maternity Services Unit Manager.

KRA2: Safe and Effective Care

Provide responsive, appropriate and effective midwifery care to ensure a safe and positive patient experience:

- Ensures the provision of quality nursing and midwifery care for all patients, women and their families during pregnancy, labor and the postpartum period which is consistent with relevant hospital policies.
- Ensures nursing/midwifery care provided is within current scope of practice, is appropriately credentialed, and complies with all statutory and hospital legislation affecting nursing and midwifery practice.
- Maintains fetal surveillance competency as determined by Fetal Surveillance Education Program (FSEP) examination, in accordance with hospital policy.
- Maintains competency in neonatal resuscitation and management of obstetric emergencies in accordance with hospital requirements for ongoing professional development as directed by the Maternity Services Unit Manager.
- Participates in obstetric emergency response training and up skilling as directed by the Maternity Services Unit Manager.
- Familiar with TKDH safe practice guidelines, promotes compliance and reports any practice that contravenes the safe practice guidelines.
- In so far as is reasonably practicable, provides and maintains a working environment that is safe and without risks to health of staff and ensures that they understand their rights and responsibilities in relation to workplace health and safety.
- Understands and embeds quality and risk management into their daily practice.
- Understands and implements the process of escalation to ensure appropriate and timely support from senior support staff when necessary.
- Familiarity with key State and local documents that impact contemporary midwifery practice, such as 'Capability framework', 'Targeting zero' and TKDH Maternity Services Review 2016.
- Participates in quality initiatives, accreditation preparation, service audits and other quality initiatives as directed by the Maternity Services Unit Manager.

KRA3: Human Resource Management

Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfying and safe work environment for all employees

- Observes nursing practice in relation to best practice and recommend change/improvements as required.
- Contributes to the ongoing development of the maternity service and implementation of strategies to ensure a safe environment for staff, women and their families.
- Promotes an organisational culture of continuous improvement and learning that also facilitates open reporting, discussion and treatment of quality, risk and safety issues.
- Participates in the annual performance appraisal process to identify professional objectives which aim to align with the maternity service strategic priorities.
- Demonstrates an ability to resolve conflict in a timely and appropriate manner and/or seek support from senior staff as required.
- Promotes and maintain an environment of teamwork and professionalism.
- Mentors and supports midwifery staff and students within current scope of practice.
- Builds rapport and communicates effectively with multi-disciplinary teams across all areas of the hospital.

KRA4: Business Management

Contribute to the delivery of the Operational Plan requirements of the hospital and residential facilities through efficient and effective utilisation of time, resources and equipment

- Understands midwifery staffing levels within legislative guidelines in order to support budgetary and organisational goals.
- Supports responsive and appropriate allocation of midwifery staff across all continuums of maternity care.
- Understands the local processes and restrictions relating to the ordering and purchase of maternity equipment and consumables.
- Reports and manages equipment breakages and maintenance as per hospital policy.
- Supports and promotes the effective use of all TKDH resources (clinical and non-clinical) in order to support budgetary goals.
- Ensures the appropriate use of hospital equipment to avoid loss and damage.

KRA5: Learning Organisation

Participate in research and professional development opportunities to promote a culture of learning

- Demonstrates accountability for personal professional development and is proactive in maintaining relevant competencies and credentialing.
- Promotes and supports a learning culture within the department.
- Completes all assigned mandatory competences annually.
- Participates in the review of one's own professional development annually, identifying key areas for professional and personal growth which align with unit priorities.
- Consolidates and enhances evidence based best practice.
- Maintains compliance (and evidence) with the AHPRA CPD standard.
- Attends at least one external (and relevant) professional development event annually.
- Designs, develops and presents one formal education session within the department annually.
- Supports the Manager of Maternity Services in identifying and addressing personal skill set shortfalls and those within the unit.

KRA6: Working in Partnership

Build and promote relationships that respect our diverse community and colleagues and enhance the patient, client, care recipient and resident experience:

- Supports consumer input, and, encourage practices that are person-centred that actively engage consumers to participate in care delivery.
- Facilitates effective communication with all levels of staff.
- Participates in organisational development forums, workshops and committees.

- Manages and direct consumer and community feedback/complaints/dissatisfaction in accordance with hospital policy
- Works collaboratively with internal and external service providers, partners, stakeholders, staff and consumers to achieve service innovations and continuously improve practices.
- Participates in service development initiatives relevant across all TKDH services.

KEY PERFORMANCE INDICATORS FOR THIS POSITION

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager.
- To meet the objectives as agreed in your Annual Performance Review Plan according to the Key Result Areas (KRA) above.
- Meet the objectives in your Continuing Professional Development Plan.
- Completion of all prescribed annual competencies no later than May 30 each year.
- Ensure all nursing and midwifery services are in accordance with the National Safety and Quality Health Service Standards (organisation wide) and relevant National Nursing and Midwifery Board Competency standards for the midwife, Code of professional conduct for midwives, Code of ethics and Guide to professional boundaries for midwives (NMBA).

GENERAL RESPONSIBILITIES FOR ALL POSITIONS

Human Resources

- Employees must comply with and demonstrate the Organizational Values.
- All employees of TKDH are required to participate in an annual Performance Review and Planning process, ensuring all documentation is provided for the personnel file.
- All employees will undertake a departmental orientation induction program and complete training requirements relevant to the position, including all mandatory training requirements
- On an annual basis complete mandatory training requirements
- TKDH adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying.

Administration

- Be conversant with TKDH policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

Occupational Health and Safety

- Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury.
- Ensure that work practices are carried out in such a manner that minimises risks to patients/clients/care recipients/residents, other staff members and visitors
- Are confidently able to complete a VHIMS incident report and report safety issues immediately to their manager/supervisor and/or Safety Representative
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities
- TKDH is a totally smoke free work place.

Quality and Safety

- Demonstrate a commitment to the delivery of quality services
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role
- Ensure all TKDH activities are in accordance with the National Safety and Quality Health Service Standards (organisation wide)
- To actively participate in the review and continuous improvement of the quality and safety of clinical care including contribution to external accreditation processes
- To identify and make recommendations on opportunity to improve processes, quality and safe service delivery outcomes on clinical services provided as appropriate
- Be able to identify risks and follow TKDH Risk Management Policy and Procedure
- Have processes to monitor and evaluate the performance of the services provided by the work area

Authority and Conditions

- All employees of TKDH must sign a Confidentiality Statement. This is to ensure that employees shall not at any time during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of TKDH are required to recognise consumer rights and operate within the Charter of Human Rights
- Operate in accordance with the Delegation of Authority Framework. **OTHER RELEVANT INFORMATION**
- Appointment is subject to a six month **qualifying period from the date of commencement**
- Appointment is subject to satisfactory clearance of a current Police and Working with Children Check
- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- Management may alter this Position Profile if and when the need arises. Any such changes will be made in consultation with the affected employee(s)
- A Performance Review will occur six (6) months from commencement, then annually taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead

I have read, understand and agree to comply with the duties and responsibilities of this Position Profile.

I accept the above Terms of Employment.

Employees Name:

Signature:..... Date:.....

Director Name:Jennifer Gilham.....

Signature:..... Date:.....